



**OFFICE OF THE SERVICES COMMISSIONS**  
**(Central Government)**  
**30 National Heroes Circle**  
**Kingston 4**  
**Jamaica**  
**Telephone: 922-8600**  
**Fax: 924-9764**  
**E-mail: [communications@osc.gov.jm](mailto:communications@osc.gov.jm)**  
**Website: [www.osc.gov.jm](http://www.osc.gov.jm)**

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Permanent Secretaries and Heads of Departments are asked to bring to the attention of all employees the following guidelines for the submission of requests to engage in private work or to perform the functions of Auditors or Directors of Companies or Societies.

- A)** All requests are to be submitted to the Office of the Services Commissions through the respective Permanent Secretaries or Heads of Departments for consideration by the relevant Services Commissions **BEFORE** the commencement of engagement in these activities;
  
- B)** The requests should be made in writing and should outline:
  - a.** The exact nature of the activities to be undertaken
  - b.** The nature of the employee's role in the company or society
  - c.** The time when these activities will take place
  - d.** How the employee will make up for hours that may be lost during normal working hours.

Permanent Secretaries and Heads of Departments are also required to examine these requests and to indicate their support for the request or otherwise, and where there is any conflict of interest inherent in the employee's request.

Where such requests are approved, Permanent Secretaries and Heads of Departments are required to put in place mechanisms to ensure that no conflicts of interest develop in relation to employees' engagement in private work or as an auditor or director of a company (for example the abuse of government's property, intellectual property and loss of working hours)

A copy of this circular should be placed at a strategic position on the **Notice Board** of the Ministry/Department.

**Please ensure that this circular is brought to the attention of all eligible officers.**

  
**Lois Parkes, PhD**  
**Chief Personnel Officer**